

**JOB TITLE:** Medication Technician

**DEPARTMENT:** Sheriff, Rutherford County

**JOB SUMMARY:** This position is responsible for conducting and administering medical tests and medications as required by Detention Center physicians.

**MAJOR DUTIES:**

- Prepare and administer medications per physician's order.
- Update medication administration records when new orders are received.
- Obtain finger stick blood sugars per MD order and record those readings.
- Obtain blood pressures, pulse, respirations and temperatures per request of Nurse or MD.
- Assist in gathering vital signs and other information for on call medical staff in urgent/emergent situations.
- Record all information obtain from patient on medical chart.
- Clerical duties such as filing as per request of RN.
- Maintain order and cleanliness of med room on a daily basis.
- Other duties as assigned by medical or detention administrative staff.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of medical practices consistent with certifications as a Certified Nursing Assistant, Paramedic, or Medical Technician.
- Knowledge of correctional practices and criminal justice system process.
- Qualified as a Paramedic or Med Technician by the State of North Carolina.
- Knowledge of accepted medical record documentation and accounting procedures.
- Skill in planning, organization, and decision making.

- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.

#### **SUPERVISORY CONTROLS:**

- The Lead Nurse or MD assigns the duties of the Med Technician. The work is reviewed by the Lead Nurse and the Med Technician for accuracy and compliance with Medical Standards and Detention Center regulations.

#### **GUIDELINES:**

- Guidelines include but are not limited to: departmental operating procedures, state, federal and administrative code within North Carolina Statute.

#### **COMPLEXITY:**

- The position consists of related duties in administering medications and tests for inmates within the Rutherford County Detention Center. Medical knowledge requirements and the location of the job contribute to the difficulty of the job.

#### **SCOPE AND EFFECT:**

- The purpose of this position is to administer medication, conduct required medical screening checks along with other vital signs. Successful performance affects the operation of the department, the health and well being of the inmates and the public image of the department.

#### **PERSONAL CONTACTS:**

- Contacts are with co-workers, inmates, the Detention Center physician, and other facility workers

#### **PURPOSE OF CONTACTS:**

- Contacts are to evaluate inmates, provide services, resolve problems and reduce medical cost within the Detention Center and maintains the documentation and flow of information for inmates in collaboration with Nurses and MD.

#### **PHYSICAL DEMANDS:**

The work is typically performed with the employee sitting, standing, walking, stooping, bending, or crouching. The employee must frequently lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**WORK ENVIRONMENT:**

- All work will be performed within the Detention Center. The work does require the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work i.e: certified nursing assistant or paramedic in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate certification.